

SPECIAL AUTHORIZATIONS

What are Special Authorizations:

- Special authorizations include:
 - Travel Deviation, Rental Car, Privately Owned Conveyance, Vicinity Mileage, Excess Baggage, etc
- Restricted to:
 - Expenses DIRECTLY related to completing training
- Funding:
 - AETC funded approval (T-quotas) prior to TDY
 - Exception is vicinity mileage
 - Receipts filed with Travel Voucher

Procedures for Requesting Special Authorizations:

- Special Authorizations submitted through servicing MPF, Formal Training Section (one POC for all TDY's)
- Ref: Education and Training Course Announcements (ETCA) <https://etca.randolph.af.mil> for guidance
- Approved rental cars:
 - approved on first come, first serve basis, ratio is 1 car to 5 AETC funded students
 - must announce the availability on first day of class and
 - transport up to 4 other AETC funded (T-quota) TDY personnel

Requirements for Approving/Disapproving Special Authorizations:

- Documents required:
 - justification letter from the member, signed by formal training identifying requested service in detail explaining extenuating circumstances
 - one clear copy of orders, front and back (if orders have not been accomplished, send training allocation rip)
 - billeting arrangements (if off base, Non-availability slip from billeting, name of hotel/motel and distance from base)
 - student needs to make compact rental car reservation and attach with request

Key Items to Remember:

- Requests are reviewed on a case-by-case basis
- HQ AETC/A3PA is the POC for technical, space and 7-level training
- MPF will send request to AETC/A3PA MRTTP central email box or fax to DSN 487-1408 or comm 210-652-5084
- For questions on accommodations at bases
 - Refer to <https://secureapp2.hqda.pentagon.mil/perdiem/> for availability of service lodging and dining facilities for each training installation